

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 5	Number 6	Effective Date 07/02/09	Review Date 2012
Subject CIVILIAN PROFESSIONAL DEVELOPMENT PROGRAM			☒ New Order ☐ Replaces
References CALEA 33.8.1, 33.8.3 VLEPSC PER.05.02, PER 05.03 City of Richmond Personnel Rules, Section II, Rules 2.5, 2.6, 2.7, 2.8, 2.9, 2.14			
 _____ Chief of Police or Designee		07/02/09 _____ Date	

I. PURPOSE

To establish a development program that will enhance the professional growth and promotion potential of civilian employees. The Richmond Police Department recognizes the value and unique contributions of civilian employees to the common goal of excellence in public safety. The Civilian Professional Development Program (CPDP) will encourage employee ownership in the development of his/her career. CPDP will promote a sense of career purpose and build confidence in conquering workplace obstacles. CPDP also provides opportunities for advancement potential within the City of Richmond.

II. POLICY

It is the policy of the Richmond Police Department to provide its personnel with the best training and career development available to enhance their job performance, job satisfaction and opportunities for career advancement.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE

A. CPDP is designed to meet the following objectives:

1. Foster the improvement of personal and professional skills, knowledge and abilities of non-sworn personnel;
 2. Promote productive, efficient and effective job performance while developing future marketability;
 3. Develop short and long-term career goals;
 4. Highlight the specific opportunities for individual growth and development; and,
 5. Improve overall levels of individual job satisfaction.
- B. CPDP is designed to provide opportunities and resources needed to assist in the professional development process. Supervisors are expected to fully support and provide input and/or feedback to employees in pursuit of their professional development goals.
- C. The CPDP shall be a voluntary program to assist the Department's non-sworn personnel in meeting their individual career goals. While participation is strongly advocated, there is no penalty for non-participation.
- D. The Chief of Police or designee shall have the authority to manage the CPDP's operation and direction.
- E. The Civilian Professional Development Coordinator within the Personnel and Human Resources Division shall be responsible for all career/professional development activities. The Coordinator shall complete training in one or more of the following areas: general counseling techniques; techniques for assessing skills, knowledge and abilities, salary, benefits and training opportunities of the agency; educational opportunities and incentive programs; awareness of cultural background of ethnic groups in the program; record-keeping techniques; programs in other jurisdictions; availability of outside resources; and career development.
- F. The Civilian Professional Development Program Committee comprised of Personnel and Human Resources Division staff members shall be responsible for identifying training and career development opportunities for non-sworn personnel. In addition, the Committee shall:
1. Periodically review and modify the CPDP program as applicable; and,
 2. Conduct an assessment and evaluation of the CPDP when it is deemed necessary by the Chief of Police or Civilian Professional Development Program Coordinator. Any recommendations that are identified shall be forwarded to the Chief of Police for approval at the end of each fiscal year.
- G. Professional Development/Training:
1. Training may include, but is not limited to, courses offered at the Department, professional development courses offered by other agencies, certification training, conferences and/or seminars.

2. Employees must register for all RPD training courses using computer processes available through the Department. Training offered by outside agencies will require approval and/or funding authorization by the employee's chain of command.
3. Department members shall submit an Employee Training Course Completed Form (PD-17), signed by the instructor or their supervisor, with a copy of the certificate attached (if applicable) through their chain of command for any training conducted outside of the Department.

V. ROLES AND ACCOUNTABILITY

A. Civilian employees shall:

1. Have the opportunity to participate in the CPDP;
2. Have the opportunity to participate in training courses offered at the Department, professional development courses offered by other agencies, certification training, conferences and/or seminars, upon the approval of their supervisor and/or chain of command;
3. Register for all RPD training courses using computer processes available through the Department's system;
4. Ensure that the training instructor(s) and/or their supervisor signs their PD-17 form for all training completed; and,
5. Submit signed PD-17 form through their chain of command for any training conducted outside of the Department with a copy of the certificate attached, if applicable, to the CPDP Coordinator.

B. Supervisors shall:

Fully support and provide input and/or feedback to employees in pursuit of their professional development goals.

C. Civilian Professional Development Coordinator shall:

1. Be responsible for all career development activities; and,
2. Complete training in one or more of the following areas: general counseling techniques; techniques for assessing skills, knowledge and abilities, salary, benefits and training opportunities of the agency; educational opportunities and incentive programs; awareness of cultural background of ethnic groups in the program; record-keeping techniques; programs in other jurisdictions; availability of outside resources; and career development.

D. Civilian Professional Development Program Committee shall:

1. Be responsible for identifying training and career development opportunities for non-sworn personnel;

2. Periodically review and modify the CPDP program as applicable; and,
3. Conduct an assessment and evaluation of the CPDP when it is deemed necessary by the Chief of Police or Civilian Professional Development Program Coordinator. Any recommendations that are identified shall be forwarded to the Chief of Police for approval at the end of each fiscal year.

E. Chief of Police or designee shall:

Have the authority to manage the CPDP's operation and direction.

VI. FORMS

PD-17, Employee Training Course Completed Form